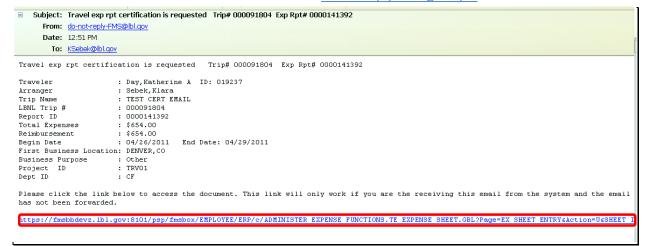
• Traveler Certification. Click on link in e-mail from do-not-reply-FMS@lbl.gov



Sign into TREX with you LDAP user name and password.



System will navigate directly to Expense Report. On the bottom of page click Certify and Submit.



Click OK



• Be sure to let the page refresh before closing out of the expense report/browser.